

Alabama checklist:

- ☐ Complete disclosure form: [https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20\(rev.%2010-2022\)template.pdf](https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20(rev.%2010-2022)template.pdf)
- ☐ Complete the Alabama form: https://www.tn.gov/content/dam/tn/human-services/documents/AL_Form_1598.pdf

***Please note the following when completing the Alabama form*:**

- ☐ Alabama requires the original form (not a copy, but originally written on in ink).
- ☐ Please make sure to include full name; ex. last name, first name, full middle name, no initials accepted.
- ☐ Please make sure to include applicant's job/role.
- ☐ Please make sure to include date of birth for all spouse, former spouse, children, and stepchildren listed.
- ☐ Please make sure to include all Alabama counties where applicant lived, worked, or attended school.
- ☐ Alabama requires a witness signature.
 - ☐ Applicant and witness signature dates must match.
- ☐ **Please do NOT send this form to Alabama. Please send the original form TN DHS, and TN DHS will send it to Alabama.**
- ☐ Mail a copy of the checklist, disclosure form and original Alabama form to:
Tennessee Department of Human Services
ATTN: Basem Girgis / OIG Background Unit
James K. Polk Building, 15th Floor
505 Deaderick Street
Nashville, TN 37243

***Disclaimer:** Please do not send forms for applicants until at least one day after their fingerprints have been completed. Please also send all forms for each applicant, together, including the checklist.